

0110.09 Professional Services

Issued January 1, 1994

SUBJECT: Professional services.

APPLICATION: Executive Branch Departments and Sub-units, community colleges, and higher education.

PURPOSE: To provide for the selection of architects, engineers, appraisers, or testing firms for professional services at state facilities.

CONTACT AGENCY: Department of Management and Budget (DMB), Office of Facilities,
Design Division
Mason Bldg., 3rd Floor, 530 W. Allegan
Lansing, Michigan 48933.

TELEPHONE: 517/373-6311

FAX: 517/335-0144

SUMMARY: The agency and the Office of Facilities jointly review qualifications of interested professional service contractors and select the most qualified firm to provide services related to a certain project.

APPLICABLE FORMS: DMB-430, -431, -435, -436, -438, -439, -440, -442, -443, -444, -450, -452, -455, -461, -462, -463, -494, and -498, and the Contract for Professional Services.

PROCEDURES:

Agency:

- Prepares program statement and submits to the Budget Offices.

Budget:

- Approves or rejects program statement and returns to the agency.

Agency:

- Obtains funding for project. See Procedure 0110.04.
- Requests Office of Facilities to obtain professional service contractor, if required.

Facilities:

- Meets with agency to establish desired qualifications of professional.
- Advertises for professional service in a major trade journal (if project is \$1 million or greater) or reviews minor project questionnaire file in office.
- Establishes a joint selection committee (JSC) with agency.
- Reviews questionnaires from interested professional firms.

JSC:

- Reviews questionnaires for compatibility with desired qualifications.
- Ranks firms in order of preference, including any penalty for having existing state work.
- Submits to director of Office of Facilities for a determination of what firms will be requested to submit proposals.

Facilities' Director:

- Selects approximately 25% of firms (not more than 6) to submit proposals.

Facilities:

- Notifies unsuccessful applicants.
- Distributes program statement to firms submitting proposals (technical and cost proposals separately).

JSC:

- Reviews submitted proposals.
- Invites firms into office for oral presentation.
- Scores firms using a ratio of 80% for the technical proposal and 20% for the cost proposal.
- Ranks firms in order of preference and submits recommendation to Office of Facilities.

Facilities:

- Prepares recommendation for contract award to the director of the DMB.

DMB Director:

- Approves award of contract to professional service contractor.

Facilities:

- Obtains required insurances and signatures and executes contract.

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